

# Welcome to Bergen Dermatology Specialists

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## PATIENT PROFILE

First Name: ..... M.I.: ..... Last Name: .....  
Sex:  Male  Female  Other DOB (mm/dd/yyyy): ..... Social Security Number: .....  
Language: ..... Employer / Occupation: .....  
How did you hear about us?:  Referring Doctor  Friend  Online Search  Newspaper/Magazine  
 Other (please specify) .....

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## ADDRESS

**HOME** **SEASONAL (Optional)**  
Street: ..... Street: .....  
State: ..... State: .....  
Zip: ..... City: ..... Zip: ..... City: .....

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## PERSONAL CONTACT INFORMATION

(Select "NO" if you would not like a detailed communication 'i.e. lab results' to be left for all below contacts.)  
Home Phone: ..... Cell: ..... Email: .....  
 Yes  No  Yes  No  Yes  No

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## EMERGENCY CONTACT INFORMATION

(Select "NO" if you would not like a detailed communication 'i.e. lab results' to be left for below contact.)  
Emergency Contact Name: ..... Relation to Patient: ..... Phone: .....  
 Yes  No

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## BILLING CONTACT INFORMATION

Billing Contact Name: ..... Relation To Patient ..... Phone .....  
Billing Contact Name: ..... Relation To Patient ..... Phone .....  
Billing Contact Name: ..... Relation To Patient ..... Phone .....

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## POWER OF ATTORNEY OR MEDICAL PROXY (if applicable)

Name: ..... Relation to Patient: ..... Phone: .....

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## PARENT / GUARDIAN OF MINOR (if applicable)

Name: ..... Relation to Patient: ..... Phone: .....

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## PRIMARY CARE PHYSICIAN

Physician Name: ..... Phone: ..... Fax: .....

# PHARMACY INFORMATION

Pharmacy Name: ..... Phone: ..... Town: .....

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## HEALTH HISTORY

Reason for your Visit	Duration	List any Treatment
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....
4 .....	.....	.....
5 .....	.....	.....

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## PAST MEDICAL HISTORY (Select ones that apply)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Anxiety   | <input type="checkbox"/> Atrial Fibrillation  | <input type="checkbox"/> Chronic Obstructive Pulmonary Disease |
| <input type="checkbox"/> Depression  | <input type="checkbox"/> Heart Attack         | <input type="checkbox"/> Pulmonary Embolism / Blood Clots      |
| <input type="checkbox"/> Hearing loss                                      | <input type="checkbox"/> Stroke               | <input type="checkbox"/> Ulcerative Colitis / Crohn's Disease  |
| <input type="checkbox"/> Seizures  | <input type="checkbox"/> Hypertension         | <input type="checkbox"/> GERD (Heartburn)                      |
| <input type="checkbox"/> Cold Sores  | <input type="checkbox"/> Hypercholesterolemia | <input type="checkbox"/> Lupus                                 |
| <input type="checkbox"/> Thyroid Disease                                   | <input type="checkbox"/> Kidney Disease       | <input type="checkbox"/> Leukemia / Lymphoma                   |
| <input type="checkbox"/> Myasthenia Gravis                                 | <input type="checkbox"/> Asthma               | <input type="checkbox"/> HIV / AIDS                            |
| <input type="checkbox"/> Diabetes  | <input type="checkbox"/> Hay Fever            | <input type="checkbox"/> COVID-19                              |
| <input type="checkbox"/> Coronary Artery Disease                           |   |  |
| <input type="checkbox"/> Radiation Treatment (if yes, what location) ..... |   |  |
| <input type="checkbox"/> Arthritis (if yes, what type) .....               |   |  |
| <input type="checkbox"/> Hepatitis (if yes, what type) .....               |   |  |
| <input type="checkbox"/> Cancer (if yes, what type) .....                  |   |  |
| <input type="checkbox"/> Other (specify): .....                            |   |  |
- 

## PAST SURGICAL HISTORY (Select ones that apply)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Pacemaker                                  | <input type="checkbox"/> Artificial Heart Valve | <input type="checkbox"/> Pre-op/ dental antibiotics          |
| <input type="checkbox"/> Defibrillator                              | <input type="checkbox"/> Mitral valve prolapse  | <input type="checkbox"/> Heart Stent Placement (Angioplasty) |
| <input type="checkbox"/> Hip replacement (if yes, enter details)    | Left Date (MM/YYYY) .....                       | Right Date (MM/YYYY) .....                                   |
| <input type="checkbox"/> Knee replacement (if yes, enter details)   | Left Date (MM/YYYY) .....                       | Right Date (MM/YYYY) .....                                   |
| <input type="checkbox"/> Organ Removal (if yes, which one) .....    |   |  |
| <input type="checkbox"/> Organ Transplant (if yes, which one) ..... |   |  |
| <input type="checkbox"/> Other (specify): .....                     |   |  |

## REVIEW OF SYSTEMS (Current Symptoms)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Fever                     | <input type="checkbox"/> Swollen lymph nodes | <input type="checkbox"/> Anxiety   |
| <input type="checkbox"/> Chills                    | <input type="checkbox"/> Joint pain          | <input type="checkbox"/> Shortness of breath                                 |
| <input type="checkbox"/> Fatigue                   | <input type="checkbox"/> Rash / Itch         | <input type="checkbox"/> New loss of smell or taste                          |
| <input type="checkbox"/> Unintentional weight loss | <input type="checkbox"/> Headache            | <input type="checkbox"/> New onset of cough                                  |
| <input type="checkbox"/> Eye Irritation            | <input type="checkbox"/> Depression          | <input type="checkbox"/> Sore Throat   |
| <input type="checkbox"/> Nausea / Vomiting         | <input type="checkbox"/> Abdominal Pain      | <input type="checkbox"/> Have you been in contact with someone with COVID-19 |
| <input type="checkbox"/> Constipation              | <input type="checkbox"/> Diarrhea            | <input type="checkbox"/> Do you have COVID-19                                |
| <input type="checkbox"/> Easy bruising             | <input type="checkbox"/> Blood clots         | <input type="checkbox"/> Other (specify): .....                              |

## SKIN DISEASE HISTORY (Select ones that apply)

- |  |  |   |                 |
|--|--|---|-----------------|
| <input type="checkbox"/> Acne                              | <input type="checkbox"/> Hay Fever / Allergies     | <input type="checkbox"/> Actinic Keratoses      |                 |
| <input type="checkbox"/> Precancerous Moles                | <input type="checkbox"/> Basal Cell Skin Cancer    | <input type="checkbox"/> Psoriasis              |                 |
| <input type="checkbox"/> Blistering Sunburns               | <input type="checkbox"/> Squamous Cell Skin Cancer | <input type="checkbox"/> Eczema                 |                 |
| <input type="checkbox"/> Keloid Scars                      | <input type="checkbox"/> Flaking or Itchy Scalp    | <input type="checkbox"/> Other (specify): ..... |                 |
| <input type="checkbox"/> Melanoma (if yes, enter details): | Location .....                                     | Year .....                                      | Treatment ..... |
|  | Location .....                                     | Year .....                                      | Treatment ..... |

## MEDICATIONS

- |                     |                    |                             |
|---------------------|--------------------|-----------------------------|
| Medication 1: ..... | Dosage (Mg): ..... | How Many Times A Day? ..... |
| Medication 2: ..... | Dosage (Mg): ..... | How Many Times A Day? ..... |
| Medication 3: ..... | Dosage (Mg): ..... | How Many Times A Day? ..... |
| Medication 4: ..... | Dosage (Mg): ..... | How Many Times A Day? ..... |
| Medication 5: ..... | Dosage (Mg): ..... | How Many Times A Day? ..... |

## ALLERGIES (Select ones that apply)

- |   |                                      |   |
|---|--------------------------------------|---|
| <input type="checkbox"/> Lidocaine                              | <input type="checkbox"/> Epinephrine | <input type="checkbox"/> Aspirin                |
| <input type="checkbox"/> Codeine or other narcotics             | <input type="checkbox"/> Latex       | <input type="checkbox"/> Other (specify): ..... |
| <input type="checkbox"/> Antibiotics (if yes, which antibiotic) | .....                                |   |

## SOCIAL HISTORY

- |  |  |   |
|--|--|---|
| Cigarette Smoking:   | Alcohol:   | Tanning Bed Use:  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the past  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Occasional | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In the past |
| Have you received a pneumonia vaccination? (Only for patients 65 years and older) <input type="checkbox"/> Yes <input type="checkbox"/> No |  |   |

**INSURANCE INFORMATION:**  Yes  No

(SELF PAY patients, please select 'NO') (All patients must provide a copy of their insurance card at the time of their visit)

**PRIMARY**

Referral Required:  Yes  No

Insurance Company Name: .....

ID Number: .....

Group Number: (If Medicare type "None") .....

Subscriber Name: .....

Subscriber DOB (mm/dd/yyyy): .....

Relationship to Patient: .....

**SECONDARY**

Referral Required:  Yes  No

Insurance Company Name: .....

ID Number: .....

Group Number: (If Medicare type "None") .....

Subscriber Name: .....

Subscriber DOB (mm/dd/yyyy): .....

Relationship to Patient: .....

**OFFICE POLICIES**

**FINANCIAL POLICY**

Payment is required for all services. If you have insurance, your payment is based on your negotiated contracted rates with your insurance company. You are responsible to verify with your insurance company, that the provider you are seeing is in-network with your insurance policy. You are responsible for any copays, deductibles, coinsurance, out of network balances, any non-covered services, and usual and customary amounts for non-contracted insurance. Co payments and unpaid balances will be collected at the time of service at check-in. If you are unsure of your copay, deductible, or coinsurance amount, please contact your insurance company for clarification prior to your appointment. I understand that in the event that services are not covered or out of network under my insurance, I accept full financial responsibility for all non-covered services. For patients without insurance, \$200.00 will be collected during check- in and the remaining balance based on the services provided will be collected at checkout. For cosmetic visits, a \$150.00 cosmetic consultation fee will be charged when the appointment is made, this will be applied to the cosmetic service fee if a procedure is completed within 3 months. The remaining fee for the cosmetic service will be collected at checkout on the day of the procedure. Cosmetic fees are non refundable. You will be sent a statement to the physical address or email address you have on file. You will be responsible to contact the office if you have a change in either address. Once the final statement is sent, your account may be sent to our legal collection agency. I acknowledge that I shall be responsible for the collection agency fee or the actual collection cost to the practice. At this point, all contact regarding your account must then be made with the legal collection agency's account representative. If you need to set up a payment plan, please call the office prior to your visit. I further acknowledge that there is a \$25.00 banking fee for all returned checks.

**REFERRAL POLICY**

If a referral is required by my health insurance plan, I understand that it is my responsibility to obtain the referral from my primary care provider and assure that it is available at the time of my visit. I further understand that it is my responsibility to keep track of the number of visits I have used, the expiration date, and obtain a new referral as needed. I understand that should I fail to have a valid referral at the time of my visit, I will need to pay the cancellation fee and reschedule.

**CANCELLATION POLICY**

Should you be unable to keep the appointment, please cancel at least 24 hours prior to the appointment time. Cancellations must be on a business day. (i.e. Monday appointments need to be cancelled on Friday). Otherwise, there is a cancellation fee of \$50 for general dermatology appointments & \$100 for surgical and cosmetic dermatology appointments.

**INSURANCE CARD POLICY**

All patients new and returning are required to present their current insurance card(s) at every visit. I understand by signing below that I am responsible for notifying the office of any changes to my insurance or contact information.

I am stating that all information listed above is true to the best of my knowledge and that I understand the office policies. I will inform the office if there are any changes to my contact information.

In efforts to GO GREEN, I acknowledge that Northern Bergen Dermatology Group may send the billing statements and payment receipts to the email address on file.

**DATE**

**SIGNATURE**

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# Notice of Privacy Practices Summary & Receipt of Written Acknowledgement Form

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This summary of our privacy practices contains a condensed version of our Notice of Privacy Practices.

Our full length notice is available upon request. PLEASE REVIEW IT CAREFULLY. Effective Date: Today

This notice describes how medical information about you may be used and disclosed & how you may gain access to this information. We understand that your medical information is personal to you, and we are committed to protecting your information. As our patient, we create medical records about your health, our care for you, and the services and/or items we provide to you as our patient. By law, we are required to make sure that your Protected Health Information is kept private.

**How will we use or disclose your information? Here are a few examples:**

- For Medical treatment
- To obtain payment for our services
- In emergency situations
- For appointment & patient recall reminders
- To run our Practice more efficiently & ensure all our patients receive quality care
- To avert a serious threat to health or safety
- For organ and tissue donation
- For workers' compensation programs
- In response to certain requests arising out of lawsuits or other disputes

If you believe your privacy rights have been violated, you may file a complaint with the Practice or with the Secretary of the Department of Health and Human Services. To file a complaint with the Practice, contact our office manager. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

**You have certain rights regarding the information we maintain about you. These rights include:**

- The right to inspect and copy
- The right to amend
- The right to an accounting of disclosures
- The right to request restrictions
- The right to a paper copy of this notice
- The right to request confidential communications

## WRITTEN ACKNOWLEDGEMENT

I hereby acknowledge receipt of NORTHERN BERGEN DERMATOLOGY GROUP'S Notice of Privacy Practices.

Patient Name: .....

OR I am a parent/legal guardian of Name: ..... Relationship to Patient: .....

**DATE** **SIGNATURE** (Signature of Patient or Person Authorized to Sign for Patient)

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